

CEMRO-IM-CR  
Regulation  
No. 25-1-51

Corps of Engineers, Missouri River Division  
P.O. Box 103, Downtown Station  
Omaha, Nebraska 68101-0103

15 April 1991

Information Management  
RECORDS MANAGEMENT PROGRAM

1. Purpose. To implement procedures pertaining to the Records Management Program.
2. Applicability. This regulation is applicable to all elements of Headquarters Missouri River Division (MRD) and its subordinate Districts.
3. References.
  - a. AR 25-1, para 8-1 through 8-6
  - b. AR 25-400-2, para 3-1 and Appendix B
  - c. AR 25-50, entire publication
  - d. AR 340-26, entire publication
4. Responsibilities. Staff supervision for the Records Management Program is as follows:
  - a. A Records Administrator (RA) will be designated by the Director of Information Management and appointed by the Commander to execute records management staff responsibilities for the Missouri River Division and subordinate Districts. The Records Administrator will oversee the total Records Management Program which includes:
    - (1) Proper maintenance and disposition of records/files and their contents.
    - (2) Management Information Control System
    - (3) Official Mail Management
    - (4) Duplicate Emergency Files
  - b. District Chiefs of Information Management will designate a Records Manager (RM) who will be appointed by the Commander. In addition to the duties stated in para 4a the RM will:
    - (1) Appraise methods and operations of the Records Holding Area (RHA).

This regulation supersedes MRD Supplement I to AR 340-1 dated 15 May 1984.

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(a) Only files authorized transfer to the RHA, in accordance with Modern Army Recordkeeping System (MARKS) file number assigned, will be accepted for storage. Reference publication material is not authorized for storage in the RHA.


(b) DA Form 543 (Request for Records) will be used to request withdrawal of records from the RHA. Requests will be forwarded to Kansas City (CEMRO-IM-RH) or for MRD and Omaha (CEMRO-IM-CR).

(2) Ensure records being retired are properly arranged and packaged, and Standard Form 135 (Records Transmittal and Receipt) is prepared.

(3) Provide records management support to subordinate elements.

c. One individual from each directorate/division or branch will be appointed as a Records Management Coordinator (RMC) to serve as organizational RMC under the staff supervision of the MRD RA/District RM for the purpose of ensuring proper maintenance, disposal and retirement of official records. Names of those designated as RMCs will be forwarded to the RA/RM as applicable. The RMCs will also coordinate with the RA/RM in maintaining duplicate emergency files prior to forwarding to the Emergency Relocation Site (ERS). (Reference para 3d)

FOR THE COMMANDER:



GAYLERD E. DAVIS  
COL, EN  
Deputy Commander

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